

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/4265

Fundamentals of Purchasing for the New Buyer

Increase your company's savings through better purchasing techniques

This fundamentals seminar is taught by leaders in the field who will walk through every step of the purchasing management process, including negotiating and vendor and materials management. Find innovative ways to manage your suppliers so they deliver quality products and services on time and within your budget...learn how eProcurement can help you save money and exploit sales opportunities...and recognize the impact you have on the financial side of your business.

How You Will Benefit

- Become a more efficient and productive buyer through applying the techniques of purchasing management
- Improve the services provided by your suppliers through more effective negotiations and planning
- Understand the ethical/legal aspects of purchasing and its possible liabilities
- Find out how to select and qualify suppliers

What You Will Cover

How Purchasing Management Adds Value to the Firm

- The purchasing cycle
- Key criteria used to measure a buyer's performance
- Cost reduction
- Purchasing management policies, procedures, controls and standards

Supplier Relations

- Requisition and purchasing policies
- Solicitation process: why various types of solicitation are used
- How to qualify and pre-select suppliers
- Assess the risk in doing business with a supplier

Price, Cost and Total Cost of Ownership

- Assess competitive market pricing
- Attain a better negotiating position through cost analysis
- How to identify hidden costs and make better buying decisions

Specialized Purchasing Management Tools

- Pareto analysis
- Applying IT to purchasing

- Applying CRM to purchasing
- E-commerce and its current purchasing management applications
- International commercial terms and global sourcing implications

The Legal Aspects of Buying and Selling

- Federal laws that affect purchasing
- The Uniform Commercial Code (UCC)
- Contract law and warranties
- Transfer of title and the risk implied

Purchase Agreements and Contracting Methods

- Blanket orders, blanket purchasing agreements, master purchasing agreements
- National, system and option contracts
- Purchasing/procurement card
- Service contracts

Negotiating Skills for the New Buyer: Conducting a Win-Win Negotiation

- Learn the nature and scope of negotiations in purchasing management
- Understand the difference between strategy and tactics in negotiations

Who Should Attend

Buyers in service, manufacturing, health care or office purchasing agents.

Schedule

- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,984 GSA

Credits

1.8 CEU

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